Mail In Review

Perform Mail In Review

What Is This Task:
A Mail In review is a form of Merit Review. Mail In reviews are performed remotely by the reviewers. Both Internal and External Reviewers experienced in the proposal's research area can perform Mail In Reviews. A Mail In review can be set up as either a Single Proposal review or a Proposal Group review.

Who Can Perform This Task:
The PM, PSS, and SBIR SS user roles can participate in the Mail In Reviews by choosing the task from their *Assigned* task queue.

1. From the *Tasks Summary Overview – List* page, find the Mail In Review task you want to work on. If necessary, you can click the **Search** link at the top of the page and perform a search.
2. Click the **View Tasks** link to go to the *Mail In Reviews – List* page.
3. Click the **Start Review** link in the *Options* column to go to the *Conflict of Interest Certificate* page.

Figure 1. Mail In Reviews - List Page

Notable Page Elements

Element	Description
Start Review link	Under *Options*, click the **Start Review** link to begin the Mail In Review of choice.